

RETURN TO
RECEIVED MANAGEMENT DIVISION

25X1A9a

Chief, Management Staff

Chief, OAM Staff (DD/I and DD/S Areas)

Work Report, Week Ending 26 April 1956.

1. Project 6-16, Survey of Personnel Procedures [REDACTED].
No significant change in status. 25X1A9a
2. Project 5-80, Review of Procedures, Printing Services Division [REDACTED].
This project has been completed except for an occasional follow-up on the un-completed recommended changes, such as, the new Agency requisition form, the new operational report and the changes in procedure proposed for the Supply and Stock Branch. 25X1A9a
3. Project 5-1a, Fiscal Division [REDACTED]. Final survey report was turned over to the Comptroller and is under consideration. The only matters still open for further follow-up are proposed changes in the Payroll Branch, such as further mechanization, new method of computing pay and consolidation of machine and payroll operations under one supervisory head. 25X1A9a
4. Project 6-24, Survey of Separation Procedures [REDACTED].
The study is in the final fact-gathering stages. One DE/P component is still to be interviewed and additional data must be gathered from the Military Personnel Division on procedures for deprocessing separating military personnel (military separations constitute a particular problem). Interview notes are being analyzed and further discussions with operating and central administrative components will be held within the next few days. Mr. [REDACTED] will be separating from the Agency next Monday. 25X1A9a
5. Project 5-46, ELINT Study [REDACTED]. No change in status. 25X1A9a
6. Project 5-73, OSI Reorganization [REDACTED]. The Acting OSI Executive Officer has established a deadline date for submittal by OSI divisions and staffs of functional statements for all branches. Now that the OSI reorganization has been approved, the preparation of branch statements should proceed more rapidly. 25X1A9a
7. Project 5-62a, Survey of Industrial Register [REDACTED]. Possibility for recommending improvements in the organization of IR are being discussed with the Chief, Business Machines Services Staff. 25X1A9a
8. Project 5-62, Study of All Registers, OCR [REDACTED]. No change in status. 25X1A9a

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9. Project 5-72, Cartographic Support Regulation [REDACTED]. No change in status.

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10. Project 6-21, Study of Agency Clipping Services Provided by OCR and DD/P [REDACTED]. The contacting of Agency components who are receiving Clipping Services and News Highlights is continuing.

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11. Project 6-14, Study of Overtime Practices. No change in status.

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12. Project 6-28, Transfer of Slots From Field to Headquarters, Office of Security [REDACTED]. A revised statement of functions for the proposed Correspondents Desk has been completed and is currently in process of coordination. OS is now ready to furnish essential position data but wants more time to compile workload information.

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13. Analysis of Manpower Survey [REDACTED]. No change in status.

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14. Production Control System, Photo Intelligence Division OCR [REDACTED]. Representatives of the PI Division have been informed of a Production Control System and Board in the SOWAT Staff and, although very much interested in its applicability to the PI Division, they have not had time to inspect them.

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15. Reduction of T/O to Ceiling, Offices and Staffs of the DD/S [REDACTED]. OTR, in respect to our request, have submitted additional positions for deletion which will bring the T/O and ceiling in line, except for the special authorization positions. Upon further discussions with OTR representatives, the Office has agreed to the principle of T/O equal ceiling and a memorandum to the DD/S is in the process of preparation.

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16. OCI Reorganization and Reduction of T/O to Ceiling [REDACTED]. Information has been received that the request for reorganization has been forwarded to the DD/I for review and submittal to the DD/S through the Management Staff.

17. Miscellaneous

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a. Realignment of positions in IR, BR and CIA Library, OCR. A proposal under consideration by the Administrative Staff, OCR for minor changes in the OCR T/O due to shift in emphasis of workload was discussed and advice given as to how to submit the proposal.

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b. Miss [REDACTED] attended the AMA Conference in New York and has prepared a brief summary, which will be made available to those examiners who did not attend the Conference.

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